

BOARD APPROVED PRECEPTOR TRAINING PROGRAM

The Missouri Board of Nursing Home Administrators requires an individual applying to become licensed as a nursing home administrator in Missouri to complete a prescribed course of instruction and training. A work internship in a nursing home under the direct supervision of a licensed nursing home administrator who is designated as a preceptor by the Board is an important part of the preparatory training. The supervision by a preceptor is a valuable contribution to the growth and development of the intern, to nursing home administration, and ultimately, long term care. This course has been approved by the Missouri Board of Nursing Home Administrators as a requirement in the application process of becoming a preceptor.

FULL COURSE PURPOSE:

To train Missouri nursing home administrators to become preceptors approved by the Board of Nursing Home Administrators to provide internship experiences to candidates for licensure.

FULL COURSE OUTLINE:

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| I. Introduction of Instructor & Members | ❖ 40.0 Environmental |
| II. Overview of Course | ❖ 50.0 Leadership & Management |
| III. Roles of Preceptor and AIT | VIII. Review of Forms & Computer Support |
| IV. Review of the Five-Step Process | IX. Case Study- Show-Me Nursing Facility with |
| V. Coaching and Mentoring - Concepts & Skills | Donna Friend, Administrator-In-Training |
| VI. Assessment & Diagnosis of Learning needs | ❖ Preparation of Preliminary Plan of Study |
| VII. Domains of Practice | ❖ Discussion & Finalization of Plan |
| ❖ 10.0 Resident Care & Quality of Life | ❖ Critique of Plan by Participants |
| ❖ 20.0 Human Resources | X. Evaluation & Certificates |
| ❖ 30.0 Finance | |

UPDATE COURSE PURPOSE:

The Missouri Board of Nursing Home Administrators requires a Preceptor take an approved update class every two years. This course has been approved by the Licensing board as a requirement in the application process of continuing as a preceptor.

UPDATE COURSE OUTLINE: *Same as IX and X of preceptor course outline.*

COURSE LOCATION: MANHA Office, 4100 Country Club Drive, Jefferson City, MO 65109, 573-634-5345

COURSE DATE: June 30, 2011 -9:00 am - 4:00 pm -Update Course starts at 1:00 pm - 4:00 pm

COURSE INSTRUCTOR: Gary V. Sluyter, PhD, MPH - Dr. Sluyter has extensive experience in a wide range of senior management, consultative, and teaching positions in the fields of mental health/mental retardation, senior services, and higher education. Dr. Sluyter has a MS degree in Psychology from the University of Oklahoma, Norman, Oklahoma and PhD degree in Special Education Administration from the University of Texas, Austin, Texas and MPH degree in Public Health Administration University of Texas School of Public Health, Houston, Texas.

FULL COURSE COST: \$300 per registrant

UPDATE COURSE COST: \$150.00 per registrant

THE FULL COURSE HAS BEEN APPROVED FOR 6 CLOCK HOURS AND THE UPDATE COURSE FOR 3 CLOCK HOURS. TA 029 412

Please apply by filling out the following form and mail -- 4100 Country Club Dr., Jefferson City, MO 65109 or fax: 573/634-8590 to MANHA as soon as possible. EMail for Confirmation: _____

NAME: _____ FACILITY NAME: _____

ADDRESS: _____

FACILITY PHONE: _____ FACILITY FAX: _____ LICENSE NUMBER: _____

COURSE WANTING TO ATTEND: (CIRCLE ONE) FULL UPDATE

TOTAL AMOUNT ENCLOSED: \$ _____ METHOD OF PAYMENT (CIRCLE ONE): CHECK VISA MC DISCOVER

CARD NUMBER _____ EXPIRATION DATE _____ 3 DIGIT SECURITY CODE _____

NAME & ADDRESS ON CARD: _____